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FILE

*Records*

23 February 1971

Mr. Coffey: *2/23*

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I don't think we should dissolve the Records Management Board yet, but I don't think it can be effective, with its present membership, in dealing with the broader questions of archives, history, Presidential libraries, etc. and the conceptual relationship of information processing problems with Records Management. If the Information Processing Board is not dissolved as a result of [ ] discussion of the Information Processing organization, I would suggest that its charter be extended to include Records Management concerns. If this is done, the present Records Management Board might serve as a useful subcommittee of the IPB. If the concept that Information Processing and Records Management are part of the same overall function is not acceptable, or if the IP Board is to be dissolved and Records Management is to continue to be held at arms length, then I would suggest that the Records Board be reconstituted under more senior leadership and with more senior representation from each of the Directorates. I think we might still want to propose something after the [ ] briefing of the Deputies and the release of the I.G. report on the information explosion but I expect that any proposal we might make would have to be couched in terms of the actions which may grow out of the [ ] I.G. events.

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Action items for Colonel White to think about include the long term records storage problem which will continue to recur even though we may find ways to delay it a few years at a time. We need an active, aggressive Management supported Records program that can deal with the entire life cycle of record material regardless of the form it takes in a positive authoritative way. Archives, Presidential libraries, follow-on history programs and information processing are all items requiring action.

COM (Computer Output Microform) is a system, one of which is currently in use in RID, whereby magnetic tape output from computer systems can be processed to produce human readable English language microfilm of the tape content without passing through a hard copy phase.

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The SIPS Payroll System will use this and payroll clerks will search reels of microfilm rather than voluminous print-outs to respond to queries from employees about their pay status from payday to payday. If you like I can probably arrange a short tour through the RID Center to look at the equipment.



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*Discussed with Mr. Effer  
orally 23 Feb. 71.*

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22 FEB 1971

As the Records Bd  
report goes on to explain  
I wonder how to  
reach to question  
about - what to take up  
for the Board if dissolved?  
after [redacted] & IG, do  
we still think we might  
propose something?  
what do we want & due to  
think about as action items?

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explain cost.

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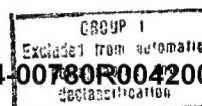
DD/S 71-0558

MEMORANDUM FOR: Executive Director-Comptroller

Colonel White:

The semi-annual report of the Records Management Board is attached for your information. It shows that about fifty percent of the records which were in storage in 1968 have been "removed from the Center" since the purge began. While removal at this rate seems impressive, it should not be inferred that removal means destruction. The DD/I has arranged with the Army Map Service for some materials to be held there, for example. Some of the materials removed were extra copies of Intelligence publications, which are not truly record materials and the volumes stored were reduced simply by reducing the stock levels. Some of the materials removed are rescheduled and returned to the Center for storage under a different schedule or in a different category. In July 1968, for example, there were about 6,000 cubic feet of records considered to be archives for permanent retention. As of 1 January 1971 there were about 16,000 cubic feet considered to be archives, a growth of about 10,000 cubic feet. While components show materials "transferred to the archives" as reductions in the volume of records held, they do not represent any savings in Records Center storage space.

I don't want to demean the purge effort in any way. A net reduction of 11,000 cubic feet in the volume of materials stored at the Records Center is a very impressive record, particularly when it is compared to the normal rate of net growth which would have been 12,000-15,000 cubic feet over the same period of time if the pattern of the years immediately preceding the purge had continued. I do think it is important that we not be over-satisfied and caused to neglect the continuing problems and conflicting interests in the longer term total Records program. The historians and many of the Records professionals continue to be concerned that we may be purging valuable history despite instructions that certain materials are to be held and the conscientious efforts of individual officers to adhere to them.

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These continuing problems and conflicting interests are of a magnitude and significance that raises the question of whether or not the Records Management Board as presently constituted can be expected to deal with them effectively. Gains from purging are leveling off and the present Board may well have served its purpose. When we submitted the report of the Records Management Board last July we expected to have a proposal about the disposition of the Board before this current report was due. The need to develop and install an Archives program and a related continuing Presidential Libraries program; to give continuing attention to the records storage problem; to establish and preserve a proper balance between the destruction of records and the preservation of history; the attention being given to Reports Management and other elements of Records Management programs by OMB; the advancing technology in microforms and its relationship to computer technology; the fact that computer output and input in all its forms is record material; and many other factors all point to the realization that Archives, Presidential Libraries, Records Management, and Information Processing are all part of the same basic function. We had expected to be able to offer a proposal about the organizational management of these functions but it appears that this has been or is about to be overtaken by the report of the Inspector General's study of the information explosion and the presentation for the Deputies being planned by [redacted]. For these reasons we have deferred submitting the proposal mentioned last July.

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(signed) John W. Coffey

John W. Coffey

Attachment

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SOS/DD/S [redacted] bbt (18 Feb 71)

Distribution:

Orig - Adse w/att (DD/S 71-0500)

1 - ER w/cy att

✓ 1 - DD/S Subject w/cy att &amp; w/cy DD/S 71-0520

1 - DD/S Chrono

1 - SOS Chrono

DD/S 71-0500 - Memo to Ex Dir-Compt fr C/Records Management Board dtd 11 Feb 71  
subj: Semi-Annual Report of the Records Management Board

DD/S 71-0520 - Memo to DD/I fr Ex Dir-Compt dtd 12 Feb 71, subj: Record Disposal

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Approved For Release 2003/04/29 : CIA-RDP84-00780R0001-0	TRANSMITTAL SLIP	18 February 1971
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Mr. Coffey via Mr. Wattles vi

## BUILDING

Recommend your signature.

RHW

ROOM NO.

BUILDING

## EXTENSION

FORM NO. 241  
1 FEB 55

**REPLACES FORM 36-8  
WHICH MAY BE USED.**

(47)

STAT

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1. We don't say  
anything about  
preserving history  
throughout the range.  
Remembering Gordon Stewart  
makes me wonder if a Council  
might not be in order.

2. Blue note doesn't seem to answer  
Col W's point - is your long turned  
paper a or the reason we didn't get  
to him?

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TRANSMITTAL SLIP		
TO: DDS		
ROOM NO.	BUILDING	
REMARKS:		
<p style="text-align: center;">DDS Subject</p>		
FROM: O/DDS		
ROOM NO.	BUILDING	EXTENSION
	Headquarters	

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)



DD/S 71-0500

11 February 1971

MEMORANDUM FOR: Executive Director-Comptroller  
THROUGH : Deputy Director for Support  
SUBJECT : Semi-Annual Report of the Records Management Board

1. This report is for your information only.
2. The Directorates have continued to purge their holdings in the Records Center. During the last six months the net volume has been reduced another 2,970 cubic feet. This net space gain resulted from activity involving 8,870 feet of new accessions and 11,840 feet of dispositions. The major reductions resulted from action by CRS and OBGi in DDI which destroyed 8,000 feet from the supply of publications held for supplemental distribution and by Finance disposing of 500 feet of old office files with another 500 feet removed by other DDS offices. Also in these six months in the DCI Area the Cable Secretary destroyed 400 feet, DDS&T components 400 feet, and in DDP 200 feet. Other routine disposals of 1,800 feet at the Center make up the 11,800 foot total disposition.
3. Since the purge began in July 1968 the total volume of records removed from the Center has been 52,600 feet or 50% of the original 104,000-foot volume on hand at the outset. During that same period, new records retirements to the Center have totaled 41,480 feet. Dispositions have exceeded new accessions for an overall net volume reduction of 11,120 cubic feet during the past 2 1/2 years. The reviews will continue but we do not foresee any sizable net reductions in the immediate future.
4. To supplement this disposal effort, considerable attention was focused on disposal in the offices. For the inventory completed during this period, the Records Officers estimate some 60,000 feet of office records were destroyed in Agency components during Fiscal Year 1970. Some 59,000 feet of files were created or received for a net reduction in offices of about 1,000 feet during FY 1970.
5. Another attack on the records problem was made in the creation phase of the "records cycle." A two-day conference on "Creation Control" was conducted in November   for 92 Records Officers and Administrators. Sessions were held on conversion to

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microfilm, use of computer output microfilm, copy machine control, mail management, optical scanning forms, and case studies of successful control systems. Since the conference several pilot microfilm projects and surveys have been started, such as those in the Offices of Medical Services, Finance, Training, Research and Development, and Special Projects.

6. Progress was made on the project to increase the capacity of the Records Center by converting the second floor to motorized shelving. The engineering survey and specifications were completed and bids formally received. A pilot model produced by the low bidder was examined. The contract will be let to [redacted] for work to commence in February for completion by December 1971. Also, Building [redacted] a Butler building next to the Center has been emptied of emergency supplies and new shelving and security monitoring cameras have been installed. This space will be available in April for the 15,000 feet of Agency publications now stored at the Federal Records Center. Initially, from February to April, it will be used for records from the Center to make room for installation of the first few bays of motorized shelving.

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7. The foregoing achievements have furnished temporary solutions and new storage space for an estimated 5 or 6 years. At present the Board is coordinating a proposal to limit the net volume of records each Directorate may retire annually. It is hoped this plan will extend the capacity-life of the Center for ten to twenty years. The plan requires additional coordination before it may be submitted for your consideration. Also during the next six months the Board will concentrate on greater use of Computer output Microfilm (COM) and establishing responsible "offices of record" to eliminate duplication in collections sent to the Records Center for long-term storage.



Chairman  
Records Management Board

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Executive Order 11652

71-817

DD/S 71-0520

12 February 1971

MEMORANDUM FOR: Deputy Director for Intelligence

SUBJECT : Record Disposal

1. I rarely commend an office or directorate for its "destructiveness," but having just read [ ] 10 February report to you on records management, I am greatly impressed with the remarkable progress you have made in disposing of retired records. A 78 percent reduction of original holdings since 1968 and an accompanying net reduction of 54 percent is indeed testimony to the vigor with which this important program has been pursued.

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2. The Director was obviously pleased when you mentioned this accomplishment at the Morning Meeting this morning. I trust you will pass along his appreciation for a job well done to all concerned.

7s7 L. K. White

L. K. White  
Executive Director-Comptroller

cc: DD/S

**SECRET**GROUP 1  
Excluded from automatic  
downgrading and  
declassification

12 Feb 71

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Mr. Coffey via  and Mr. Wattles:

Attached is the semi-annual report on the Records Management Board activities from July thru December 1970.

They indicate progress in several areas such as a net volume reduction in the center of 2,970 cubic feet.

Of significance is the fact that when Col. White started the purge campaign he asked the Deputies to remove 50% of their records from the Records Center. After  $2\frac{1}{2}$  years they have done that by removing 52,000 feet of old files, but they put back 41,000 feet of new material. Agency activities almost kept pace with their efforts.

Other Records Management accomplishments and training are reported.

I believe we can send this on to Col. White with only a general note this time around. (A draft is attached for your consideration.)

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*Also attached is an informal note  
on the discussions we had at noon  
meeting 12 February.  
Valentine Present for Col. White.*

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

UNCLASSIFIED	CONFIDENTIAL	SECRET
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### OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	DD/S	3/8	WMC
2	Registry		
3			
4			
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
Executive Director-Comptroller	5 Mar 71

SECRET

Registry
71-948/1

DD/S 71-0558

PPB

71-0338

22 FEB 1971

MEMORANDUM FOR: Executive Director-Comptroller

W7

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GROUP 1
downgrading and
declassification

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John W. Colley J

Attachment

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Executive Registry
71-948

11 February 1971

71-0338  
ZPB

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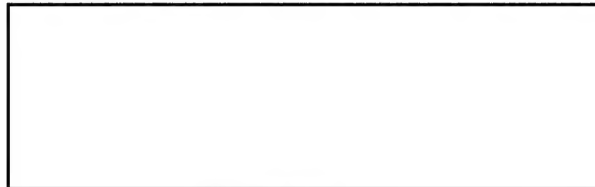
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Chairman  
Records Management Board

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DIRECTORATE HOLDINGS IN RECORDS CENTER  
Net Volume Changes in Cubic Feet  
(1 July 1968 and 1 Jan. 1971)

	DCI	DDS	DDP	DDI	DDS&T	TOTALS
<u>DIRECTORATE RECORDS</u>						
Holdings in Records Center--1 July 1968 (Exclusive of Archives)	1,650	22,650	23,500	44,150	5,400	97,350
Holdings in Records Center--1 Jan 1971 (Exclusive of Archives)	2,000	21,350	23,950	25,650	3,900	76,850
Cubic Foot Increase or Decrease	+350	-1,300	+450	-18,500	-1,500	-20,500
Per Cent Increase or Decrease	+21.2%	-05.7%	+01.9%	-42.3%	-27.7%	-21%
<u>ARCHIVES</u>						
Holdings - 1 July 1968	50	650	250	5,100	350	6,400
Holdings - 1 Jan 1971	250	750	3,150	11,400	450	16,000
Cubic Foot Increase or Decrease	+200	+100	+2,900	+6,300	+100	+9,600
Per Cent Increase or Decrease	+400%	+15.3%	+1,160%	+123.5%	+28.6%	+150%